



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	Investigator – GS-14
<b>JOB ANNOUNCEMENT NUMBER</b>	21458
<b>SALARY RANGE</b>	Not Applicable
<b>VACANCY OPEN PERIOD</b>	12/22/2014 – Open Until Filled: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.
<b>POSITION TYPE</b>	Detail
<b>WHO MAY APPLY</b>	Current Federal Government Employees
<b>DUTY LOCATION</b>	Reston, VA
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	Discretionary based on availability of funds

## POSITION INFORMATION:

This is an opportunity for a 2-year reimbursable detail assignment in the ODNI. The detail may be extended an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

Who May Apply:

- Current Federal Government employees.
- Candidates at the same grade or up to two grades lower than the position grade may apply.

## KEY REQUIREMENTS:

- Applicants must, at the time of the application, hold an active Top Secret/Sensitive Compartmented Information (TS/SCI) clearance based on a Single Scope Background Investigation (SSBI) that was completed within the past five years.]
- CI Polygraph. (Applicants from outside the IC must be able to successfully pass a CI polygraph.)

## COMPONENT MISSION:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.



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## MAJOR DUTIES AND RESPONSIBILITIES:

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Initiate, plan, and conduct inquiries into possible violations of laws, rules and regulations, mismanagement, fraud, gross waste of funds, and abuse of authority within the Office of the Director of National Intelligence (ODNI) and outside the ODNI if the violation relates to the Intelligence Community (IC) at-large and falls within the Director of National Intelligence's (DNI) authorities and responsibilities.

Plan and guide the development and implementation of investigative plans for the most complex investigations and projects by framing the allegation(s), determining elements of proof, and identifying investigative tasks.

Plan, develop, and implement strategies for gathering and analyzing information and/or evidence, to include interviewing key individuals, administering warnings, oaths, or affirmations, collecting and analyzing high volumes of information, maintaining the chain of custody for evidence, and drafting and serving subpoenas.

Plan and implement initiatives to identify and make recommendations to ODNI and IC senior leaders regarding actions they should take to address violations of law, regulations, and other serious problems, abuses, or deficiencies.

Plan, develop, and present written documents that include reports of investigation and memoranda to management, and also develop and present oral briefings for senior leaders regarding findings and the status of complex or sensitive investigations.

Monitor and assess the progress of corrective measures taken by senior ODNI and IC leadership, and provide substantive advice and innovative solutions to senior officials regarding the implementation of recommendations.

Provide senior ODNI and IC leadership with advice and counsel on the development of ODNI policies that are designed to prevent and detect violations of laws, rules and regulations and fraud and abuse.

Develop and present briefings that keep the DNI fully informed of fraud and other serious problems, abuses, and deficiencies relating to the administration of ODNI's programs.

Plan and conduct investigations of complaints and other information indicating possible abuse of civil liberties and privacy in the administration of ODNI's programs and operations, as referred by the Civil Liberties Protection Officer.

Assist and cooperate with the Department of Justice and other Federal agencies in investigating alleged violations of criminal law involving ODNI programs, operations or employees, in coordination with ODNI's Office of the General Counsel.

## KNOWLEDGE, SKILLS, AND ABILITIES (KSA):

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Extensive knowledge of and experience in the ODNI, Intelligence Community, and OIG mission and responsibilities.



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Demonstrated ability to lead an investigative team, develop investigation plans, conduct highly complex investigation projects, and write reports to substantiate findings.

Demonstrated ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.

Demonstrated analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.

Demonstrated ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.

Demonstrated interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.

Demonstrated oral and written communication skills and a demonstrated ability to produce clear and logical reports.

## HOW YOU WILL BE EVALUATED:

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Applicants are encouraged to carefully review the position description and required KSAs, and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

## OTHER INFORMATION:

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The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis.

## HOW TO APPLY:

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To apply for a detail position to the ODNI, you must obtain permission through written endorsement from your employing IC element. Please contact your agency's Human Resources office for internal procedures. The application package must be submitted by your Human Resources office to the ODNI recruitment office. Any application submitted directly to the ODNI will not be considered.

A complete application must include the following:



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- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment; and
- c. An employing element nomination/endorsement.

Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov). All attachments should be in Word or PDF format.

## **AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by the closing date of the announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

## **WHAT TO EXPECT NEXT:**

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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

## **AGENCY CONTACT INFO:**

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ODNI Recruitment

Phone: 703-275-3811

Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)